

ADM-7

**MEMORANDUM FOR: Administrative Assistant to the Deputy Director  
(Intelligence)**

**SUBJECT : Official Entertainment in the Director's Mess**

1. For your guidance and future reference the Executive Director has approved the following policy for official entertainment functions held in the Director's Dining Room.

a. Policy on luncheon functions hosted by Deputy Directors and other members of the Director's Mess:

1) Agency employees in attendance pay a flat charge of \$1.50 for food and drink, regardless of employment status of guests. Actual pro rata costs of food and drinks over and above the flat rate will be absorbed by the Mess fund (as a contribution to general overhead).

2) If the function involves entertainment of U. S. Govt employees exclusively, charges for non-Agency guests will be absorbed by the Mess fund upon the specific approval of the ExDir. If not approved by the ExDir, the host will be billed for guests and consider it an item of personal expense.

3) If the function involves entertainment of non-U. S. Govt employees or a combination of non-U. S. Govt and U. S. Govt employees, costs of meals and drinks for all non-Agency guests will be absorbed by the Mess fund (as a contribution to overhead).

b. Policy on special dinner functions (evening entertainment similar to [REDACTED] requests) hosted by the Deputy Directors or other members of the Director's Mess:

1) Agency employees in attendance will pay a flat charge of \$2.50 for food and drink regardless of employment status of guests.

25X1A

25X1A [REDACTED]

2) The host will be billed (with the understanding that he can claim subsequent reimbursement, charging the appropriate allotment, from Agency funds) for the cost of food and drink for the entire function (less the amount billed Agency employees attending). Since overtime expenses for these functions will be in fact an Agency expense incident to official entertainment, the host will not be billed for overtime; these costs will be absorbed in the salary allotment for the Director's office. Records will be kept on the amount involved and if it appears that the volume of such functions is unduly distorting the overtime costs for the Office of the Director, subsequent accounting adjustments could be made transferring these costs to an allotment of the Deputy Director concerned.

3) If the function involves the entertainment of U.S. Govt employees exclusively, the host must obtain specific approval of the ExDir to claim reimbursement cited in paragraph b2 above. If the function involves entertainment of non-U.S. Govt employees or a combination of non-U.S. Govt employees and U.S. Govt employees, the host can claim reimbursement for the function as outlined in paragraph b2 above.

25X1A

Assistant to the Director

cc: ER R/Bd

25X1A

1003 10 03 1003

LEB 58 5 25 64 .23

25X1A

<b>TRANSMITTAL SLIP</b>		DATE	22 August 1963
TO: [REDACTED]		3-E-24	
ROOM NO.	BUILDING		
REMARKS:			
As per conversation.			
To: [REDACTED]		25X1A	
File			
25X1A			
FROM: [REDACTED]		Asst to the DCI	
ROOM NO.	BUILDING	EXTENSION	
7-E-07	Hqs	5444	

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)